

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: SENIOR IT OFFICER  
REPORTS TO: CHIEF OPERATING OFFICER  
JOB CLASS: EXEMPT  
LOCATION: DOVER OFFICE

PURPOSE:

Responsible for the development, implementation and management of the information technology infrastructure and resources.

JOB DUTIES:

- \* Responsible for overall management of information technology system applications including hardware and databases;
- \* Plans the coordination and integration of all information technology resources throughout the organization;
- \* Develops, implements and maintains progressive Network Infrastructure capabilities throughout the organization;
- \* Implements special projects, responding as needed to various requirements for information technology not otherwise provided by current systems capabilities;
- \* Manages training programs for all information technology systems operations;
- \* Analyzes IT needs and applications of the Authority;
- \* Prepares and presents all computer additions and modifications to COO;
- \* Develops, plans and implements major software and hardware enhancements, upgrades and applications;
- \* Manages Local Area Network, Imaging System, Remote Computer Communications, weighing, telephone, DSWA website and security systems

Senior IT Officer  
Job Description  
Page 2

- \* Supervises and manages all IT technical staff and related support staff;
- \* Assists in managing DSWA's fleet of vehicles to include purchasing, maintenance and records.
- \* Develops information technology systems support budget;
- \* Maintains and upgrades DSWA's Information Management Systems including records and communications;

Performs other duties as assigned.

**QUALIFICATIONS:**

Graduation from an accredited college or university with a bachelor's degree in computer science, information systems, or closely related field and a minimum of ten (10) years' experience with information technology system analysis, system design, data analysis, and related applicable computer skills or equivalent; or any equivalent combination of acceptable education and experience that shall provide the knowledge, skill and abilities to perform the described duties. Minimum of five (5) years of strategic planning which includes planning and mapping a path between the present and future information technology needs. Excellent oral and written communication skills. Must possess the following professional certifications. Microsoft Certified Systems Engineer (MSCE), Microsoft Certified Engineer (MCE) and Microsoft Certified Professional (MCP) Possession of a valid drivers license.

Must sign a confidentiality statement

\*Denotes essential functions of the job